

April 15, 1999

TO: Members of the MAG Telecommunications Advisory Group

FROM: Debbie Kohn, Avondale, Chairperson

SUBJECT: MEETING NOTIFICATION AND TRANSMITTAL OF TENTATIVE AGENDA

Thursday, April 22, 1999, 10:00 a.m.  
MAG Office, Suite 200, Ocotillo Room  
302 North 1<sup>st</sup> Avenue, Phoenix

A meeting of the MAG Telecommunications Advisory Group (TAG) will be held at the time and place noted above. Supporting information is enclosed.

Please be advised that under procedures approved by the MAG Regional Council on June 26, 1996, all MAG committees need to have a quorum in order to conduct business. A quorum is a simple majority of the membership, or 9 people for the MAGTAG. If you are unable to attend the meeting, please make arrangements for a proxy from your jurisdiction to represent you, or call to reserve an audio conference spot.

If you have any questions or need additional information, please contact Harry Wolfe or Heidi Pahl at 254-6300.

#### TENTATIVE AGENDA

	<u>ADVISORY GROUP ACTION REQUESTED</u>
1. <u>Call to Order</u>	
2. <u>Approval of March 25, 1999 Meeting Minutes</u>	2. Review and approve March 25, 1999 meeting minutes.
3. <u>Announcements</u>	3. For information.
An opportunity will be provided to members of the public and Committee members to address the MAG Technical Advisory Group for items that are not included on the agenda.	

4. Telecommuting Program

The telecommuting portion of the MAG Teleconferencing and Telecommuting Program, will provide for additional telecommuting alternatives throughout the Valley and encourage telework and proximate commuting. A status report on the executive interviews and the RPTA Employee Telecommuting Study will be provided by West Group Research. Please see Attachment One.

5. Agenda for Manufacturer Demonstration of Videoconferencing Equipment

The results of the requirements phase of the MAG Videoconferencing Project will be used to define the equipment that will meet the videoconferencing needs of MAG member agencies. A group of manufacturers that have the equipment that can meet our needs have been invited to demonstrate that equipment. The manufacturer demonstration is set for Monday, May 3, 1999 at the Phoenix Airport Marriott located at 1101 North 44th Street just off Highway 202 in Phoenix. Norstan will provide and discuss an agenda for the manufacturer demonstrations.

6. Educational Topics

To educate members of the MAGTAG about various aspects of videoconferencing, one agenda item each month will be devoted to an educational videoconferencing issue. For our third educational session, Norstan will review evaluation criteria for judging equipment manufacturers. Norstan will also review the things TAG members should be looking for in videoconferencing equipment including: ease of use, video quality, audio quality, naturalness of a group meeting and naturalness of a desktop meeting. Please see Attachment Two.

4. For information and discussion.

5. For information and discussion.

6. For information and discussion.

7. MAG Videoconferencing Project

The MAG Videoconferencing Project will implement videoconferencing technology to facilitate communication among MAG and its member agencies and reduce travel by eliminating the need to travel to as many meetings. The draft requirements phase working paper, completed by Norstan, was mailed to MAGTAG members for review. The requirements phase working paper will be discussed and a representative of Norstan will provide a status report.

8. Update on the Status of Future Funding for Telecommunications Projects

MAG staff will provide a status report on the funding for future telecommunications projects.

9. Date of Next Meeting

The next meeting of the MAGTAG will be held on May 27, 1999.

7. For information and discussion.

8. For information and discussion.

9. For information.